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## MEDIATION REPORT

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**Creation Date:** April 19, 2006

Mediation reports can be generated through FACES.NET, and mediation outcomes can also be entered. This tip sheet will provide step by step instructions for entering mediation information into FACES.NET.



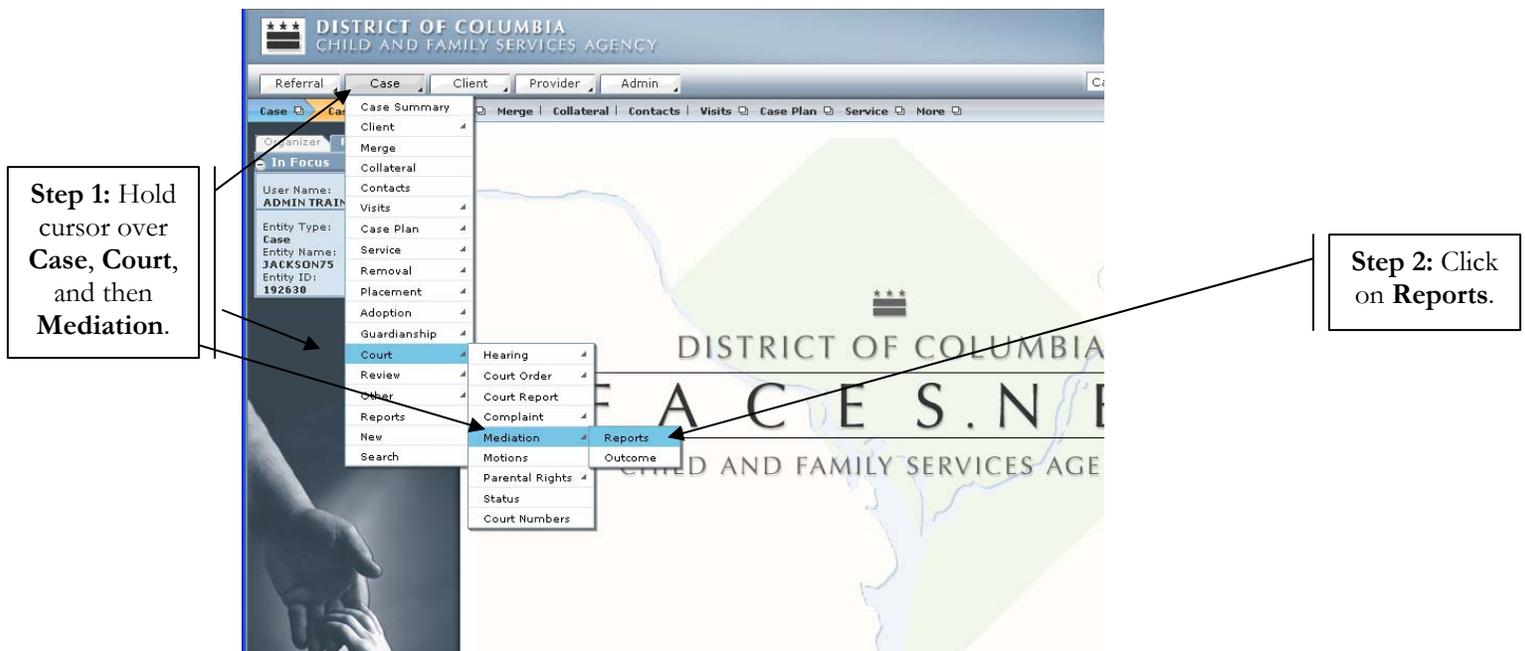
### Pointers to Remember:

1. Mediation reports are created before mediation occurs.
2. Mediation reports are online reports that pull information from throughout FACES.NET. The reports must be approved by a supervisor before they can be printed from FACES.NET without a watermark of “DRAFT”.
3. Once approved by the supervisor, mediation reports can be amended only once by adding an amendment narrative. However, spelling/grammar errors made in the narratives cannot be amended once the report is approved.

### Creating and Viewing a Mediation Report

**Step 1:** After having a case in focus, place cursor over Case module, then navigate down to **Court**, and over to **Mediation**.

**Step 2:** Click on **Reports** button.



**Figure 1**



### Pointers to Remember:

1. To view a report that has already been completed in FACES.NET, select the report of interest from the **Mediation Report** inset grid. If you would like to complete a new report, click the **New** button to start a new mediation report.

**Step 3:** Click on New button to enter a new mediation report.

Mediation Date	Creation Date	Creation Time
	04/19/2006	12:29 PM

**General Information**

Mediation Date\*  Investigation Associated with Mediation\*

Date Supervisor Approved  Date Sent to Supervisor

Staff Name  Unit / Prog. Area

Buttons: Save, New, Approval, Find, Report, Amend, Preview, Cancel

**Step 3:**  
Click New  
button.

Select  
existing  
**Mediation  
Report.**

**Figure 2**

**Step 4:** Select the children involved in the mediation for the **Respondents** box, and then select **Other Children (Not Court Involved)**, if pertinent.

**Step 5:** Enter the **Mediation Date** and select the **Investigation Associated with Mediation**.

**Step 6:** Select the **Investigation Associated with Mediation** from pick list.



### Notes:

- To change the name of the **Staff Member** associate with the mediation report at the bottom of the page, click the **Find** button on the right side of the screen. This will open a pop-up box that will let you find the worker whose name you would like listed.

Step 7: Click Save.

The screenshot shows the 'Mediation Report' form in the FACES.NET system. The form is divided into several sections: 'Mediation Report' (with a table of dates), 'Respondents' (with a list of names), 'Other Children (Not Court Involved)', and 'General Information' (with various input fields). Callout boxes provide instructions for each step:

- Step 4: Select Respondents.** Points to the 'Respondents' list.
- Step 5: Enter Mediation Date.** Points to the 'Mediation Date' dropdown in the 'General Information' section.
- Step 6: Select the Investigation Associated with Medication.** Points to the 'Investigation Associated with Mediation' dropdown in the 'General Information' section.
- Step 7: Click Save.** Points to the 'Save' button at the bottom of the form.

Additional callouts include: 'Select Other Children (Not Court Involved) if applicable.' pointing to the 'Other Children' section, and 'Select Other Children (Not Court Involved) if applicable.' pointing to the 'Other Children' section.

Figure 3

Step 8: Click Report to open the narrative section of the report.

This is a close-up view of the 'General Information' section of the 'Mediation Report' form. The 'Report' button is highlighted with a callout box:

- Step 8: Click Report button.** Points to the 'Report' button in the bottom toolbar.

Figure 4

**Step 9:** Complete all seven narrative fields.

**Note:**



- Although not yellow, all narrative fields are mandatory and must be completed before you can request supervisory approval.
- Clicking on the magnifying glass in the upper right hand corner of the text-box will open the **Zoom Box**, which allows you to see more of the text you're entering. The **Zoom Box** also allows you to cut and paste text as well as **Spell Check**.

**Step 10:** Click **Save** to save the narrative text.

**Step 9:**  
Complete all  
seven  
**Narrative**  
fields.

82 FACES.Net Training Version: 1.0.19 - Microsoft Internet Explorer

Organizer Focus History

In Focus

User Name:  
ADMIN TRAINER

Entity Type:  
Case

Entity Name:  
JACKSON75

Entity ID:  
192630

domestic violence, etc.

3. Describe Reasonable Efforts. Summarize all activities since case became known to CFSA, including interventions and reunification efforts.

4. Summarize Child(ren) Information. Describe each child separately including placement, school, and special needs.

5. Summarize Parent/Caretaker at the Time of Removal. Describe each parent/caretaker separately. State problems known to affect parenting.

6. Include Service Recommendations. Include referral dates and status, if applicable.

7. Summarize Efforts at Placement with Relative Resources. Include name, address, relationship to child(ren), status of home assessment, and ICPC.

Save Cancel Help

**Figure 5**

**Step 11:** Click **Preview** to open a preview of the mediation report.

**Step 10:**  
Click **Save**.

General Information

Mediation Date\*  
4/19/2006

Date Supervisor Approved

Staff Name  
ADMIN TRAINER

Investigation Associated with Mediation\*  
Referral ID:586380 - CPS Referral - Referral Date:01/23/2006

Date Sent to Supervisor

Unit / Prog.Area  
FACESNET TRAINING

Save New Approval Find Report Amend Preview Cancel

**Step 11:**  
Click on  
**Preview**.

Figure 6

Step 12: Scroll through the report to proofread the report.

Note:



- If information in the report is incorrect or missing, return to the report screen by clicking the **X** button. You may have to return to the Court screens to enter or correct certain pieces of information such as Education, SSN, Birth Date, Social File #, etc.
- The mediation report will have a watermark of **DRAFT** until supervisory approval is given.

Step 13: Click on printer icon to print out the mediation report.

Step 14: Click the **X** button to cancel and return to the report screen.

The screenshot shows the Adobe Reader 7.0 interface displaying a mediation report. The report content includes:

Child and Family Services Agency  
400 6th Street, SW  
Washington, DC 20024

**MEDIATION REPORT**

Date of Mediation: 04/19/2006

Child(ren)	DOB	Jacket #	Social File #	XREF #	Client ID #
KEYSHAWN JACKSON75					845961
LATONYA HOLMES75					845964
REYSHAWN JACKSON75					845962

Other Matters or Issues Related to Family Court  
(i.e. juvenile delinquency, custody, domestic violence)

Callout boxes provide instructions: Step 13 points to the printer icon in the toolbar; Step 14 points to the 'X' button in the top right corner; Step 12 points to the vertical scrollbar on the right side of the document.

Figure 7

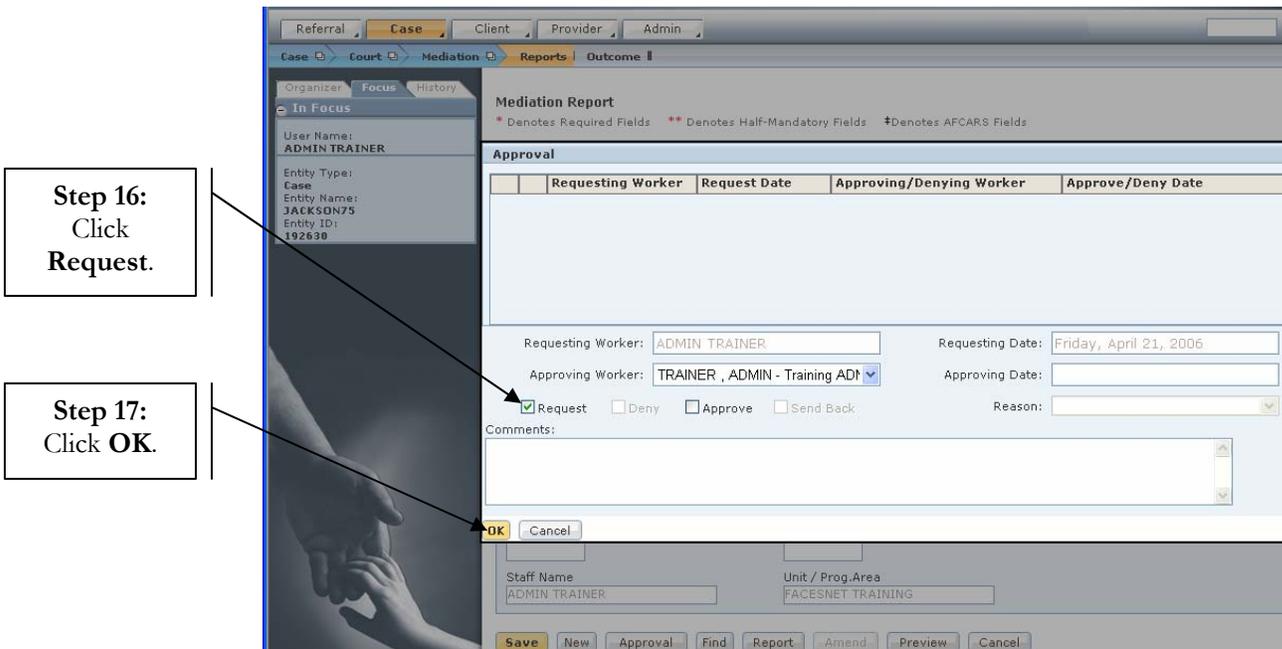
**Step 15:** Click **Approval** to request supervisory approval for the mediation report.



**Figure 8**

**Step 16:** Click **Request** to request supervisory approval for the mediation report.

**Step 17:** Click **OK**.



**Figure 9**

## Amend the Report:

**Step 18:** Click **Amend** to add an amendment narrative.



### Pointer to Remember:

1. FACES will allow the worker to create one amendment narrative after initial supervisory approval has been given. This narrative will appear as a separate field near the bottom of the report. Please note that the **Amend** button does not allow the worker to change the original narrative text, so spelling and grammar mistakes can not be corrected on the report once supervisory approval is given.

The screenshot shows the FACES Mediation Report interface. The left sidebar displays user information for ADMIN TRAINER. The main area shows a table of mediation reports with columns for Mediation Date, Creation Date, and Creation Time. Below the table are sections for Respondents and Other Children. The General Information section contains fields for Mediation Date, Investigation Associated with Mediation, Date Supervisor Approved, Date Sent to Supervisor, Staff Name, and Unit / Prog. Area. At the bottom, a row of buttons includes Save, New, Approval, Find, Report, Amend, Preview, and Cancel. An arrow points from a callout box to the Amend button.

Mediation Date	Creation Date	Creation Time
04/19/2006	04/21/2006	12:11 PM

**Step 18:**  
Click  
**Amend.**

**Figure 10**

**Step 19:** Enter the amendment text into the **Narrative** field.

**Step 20:** Press the **Tab** key on the keyboard.

**Step 21:** Click **Save**.

The screenshot shows the "Amend Narrative" dialog box. It has a Date dropdown set to 4/21/2006 and a large Narrative text area. At the bottom are Save and Cancel buttons. An arrow points from a callout box to the Narrative field, and another arrow points from a callout box to the Save button.

**Step 19:**  
Enter  
**Narrative.**

**Step 21:**  
Click **Save.**

**Figure 11**